

# Disbursement Order

Payee: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

If the payee is a student, please include the student's 800 number.

Address: \_\_\_\_\_

\$ \_\_\_\_\_

Justification: \_\_\_\_\_

CHARGE TO: Club Name \_\_\_\_\_

\_\_\_\_\_  
Club Officer

Line Name \_\_\_\_\_

\_\_\_\_\_  
Club Advisor

Line Number \_\_\_\_\_

\_\_\_\_\_  
SGA Treasurer

*All checks will be mailed*

*unless otherwise noted.*

*Pick-up by \_\_\_\_\_*

*Send to Office of Student Leadership*

Unless the disbursement is being used for a cash advance, it is required that an original invoice or receipt, as well as any other related support materials, be attached. An invoice must include the following information: the company name and address, purchase date, list of items purchased, and purchase total. There must be a current W-9 on file for all payees. Submit complete disbursement orders with all necessary attachments to Student Financial Services in Knapp Hall.